

Richard C. Meek

Lewis Center, OH 43035
419-283-6721 • rmeeek23@gmail.com • [linkedin.com/in/rick-meek](https://www.linkedin.com/in/rick-meek)

Senior IT Program / Project Manager, Business Systems Analyst

Multifaceted technical career with longstanding track record of innovation and success

Seasoned professional offering experienced project lifecycle management functions within the information technology (IT) industry. Excel at reducing costs—and increasing system efficiency—by utilizing progressive project management approaches, as well as applications supporting needed internal and external organizational processes. Demonstrate trusted analysis and design practices supported by ongoing development, implementation, documentation, and user training efforts.

Core Competencies:

- Program / Project Management
- Vendor & Client Relationship Management
- Business Analysis
- Process Improvement
- Consultation Services
- Contract Negotiation
- Change Management
- Training & Documentation
- Teambuilding & Leadership
- Internal / External Communication

Professional Experience

AXIA Consulting, Columbus, OH

Senior Consultant, 2012 – 2019

Project Manager – Honeywell / Intelligrated PFW Program, 2019

Coordinated the full management and implementation of project deliverables covering the migration of pertinent financial software from a previously used tracking system to the now-current Project Financial Workbench (PFW) planning system. Participated in the creation and execution of detailed cutover and communication strategies—as well as various training materials—to boost overall performance and productivity levels.

- Successfully executed innovative financial software migration – co-managed the transition from former financial tracking system to current Project Financial Workbench (PFW) which tracked \$900M in annual projects.
- Managed Pilot testing from coordination and tracking through completion.
- Facilitated daily stand-up meetings and Steering Committee updates.
- Collaborated directly with business and IT teams to coach, mentor and guide them on Organizational Change Management (Issue Tracking/Resolution, Training, and Communication Plans).

Program Manager – NiSource GPS Program, 2014 – 2018

Guided strategic planning, financial performance, and staff management while also performing evaluations, on-boarding, and troubleshooting for vendors across four states. Negotiated and administered contracts for GPS equipment, third-party vendors, and requests for proposal (RFPs). Supported overall safety and damage reduction by directly assisting with the recruitment and assignment of the program's GPS team. Moderated implementation strategies by clarifying the beginning of each project state, as well as rationale for the use of historical data.

Continued...

Richard C. Meek

Page 2 of 3

- Managed \$250M in GPS program expenses on behalf of NiSource.
- Achieved 25% in program savings, and subsequently gained buy-in from the company's executive leadership via multiple RFPs and the institution of a self-created bid management process.
- Introduced a cost-effective equipment strategy focusing on vendor selection, pricing, procurement, tracking, maintenance, and software updates.

Program Manager – NICE Call Center Upgrade, 2013 – 2014

Facilitated comprehensive software and hardware upgrades for three NICE call center locations, with additional accountability for the adherence of cross-functional team members' internal and external resources to relevant project management methodologies (as established by NiSource). Supervised day-to-day software installation activities, and directly monitored all server readiness checklist processes. Utilized MS Project to properly manage and track high-level project milestones, and provided frequent progress reports to participating sponsors, steering committee members, subject matter experts (SMEs), and key stakeholders. Collaborated with NICE's IT division—and associated business vendors—to help promote timely solutions and scheduling.

- Outlined project approaches, steps, timing, and individual responsibilities for team leads and members.
- Established overall program scope, scheduling, and budget in conjunction with the NiSource Project Management Office.
- Assigned and oversaw training, testing, cutover, and legacy data migration efforts for NICE and NiSource's Smithfield and Springfield locations.

Workday Consultant, 2012 – 2013

Organized the comprehensive development and testing of Workday software-as-a-service (SaaS) business applications via available client resources, and in conjunction with principal consultants. Assisted with the documentation of "as-is" system processes, as well as the configuration and testing of then-new "future state" functionality.

- Cornell University
- USIC

Excel Logistics, Westerville, OH

IT Project Manager, 2006 – 2012

Managed various medium- to large-scale IT projects (ranging from \$.25M to \$1M in budget, and about three months to one year in duration) covering over 300 sites located across the United States, Canada, and Puerto Rico. Administered all project management lifecycle phases encompassing initiation, planning, execution, control, and closeout. Facilitated upgrade efforts through the procurement and supervision of local and Kronos personnel. Maintained full alignment with business strategies via continuous process improvements including—but not limited to—portfolio project intake, demand management, and site registration. Recommended appropriate policies and procedures based on relevant outcomes, trends, and anticipated IT requirements.

- Saved \$120K in annual costs by restructuring the company's Kronos hardware maintenance contract.
- Completed successful upgrades from Kronos v5.0 to v6.0 and Kronos v6.0 to v6.2.

Prior experience as Systems Support/Analyst (1996 to 1997), Data Warehouse/Lead BSA (1998 to 2006), and Kronos Workforce Timekeeper/Lead Applications Analyst (2000 to 2006) for Pilkington North America.

Richard C. Meek

Page 3 of 3

Technical Proficiencies

Platforms: Windows, Android

Tools: MS Project, SharePoint, Visio, Excel, Salesforce, Cloud technologies, Kronos

Education and Credentials

Bachelor of Business Administration in Information Systems

University of Toledo, Toledo, OH

Certifications

Six Sigma White Belt (Breakthrough Performance / Joseph Valvone)

Professional Development

Multiple courses via Project Management Institute (PMI)

Mentorship and coaching for Students Consulting for Non-Profit Organization (SCNO) at OSU